Policy for Inventory

The school library will complete inventory of the collection as follows:

* Library materials and audio-visual equipment records should be maintained in each school by the library media staff members. The school librarian will check with the school administrator for local school information on inventory responsibility for items such as textbooks, core books/anchor texts, and CDs and DVDs of computer software. All materials must be processed for use with appropriate inventory records completed.
* Library media center staff members will inventory the library collection, or the majority of the collection, each year.
* Conducting and finalizing inventory can be an ongoing process throughout the year or completed on consecutive days over several days by the end of the school year.
* Inventory can be completed more efficiently by using a flat-topped cart with a lap top using Wi-Fi.  A radio frequency scanner can be connected to the laptop for wireless scanning capability.
* Inventory should be finalized before the end of the school year.
* Missing items will be marked as lost, but not removed from the collection until they have been missing at least two years in succession. At that time the items will be withdrawn from the collection.
* Use of inventory results is one criterion for determining the collection development plan.